

# CRAFTING A KILLER RESUME

Essential Tips

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# Format and Structure

- **Keep it Clean:** Use a simple, professional layout with clear headings.
- **One Page Wonder :** Aim for a single page, especially if you have less than 10 years of experience.
- **Easy to Read :** Use a legible font size and ample white space.






## Content and Highlights

- **Showcase Achievements :-**
  Quantify your accomplishments with numbers and percentages.

- **Skills Spotlight :**
  List relevant skills, especially those mentioned in the job posting.

- **Education Excellence:**
  Include your educational background, relevant courses, and certifications.





# Professional Experience

- **Chronological Order :**
  List your jobs in reverse chrono-logical order.
- **Job Titles and Companies :**
  Clearly state your job title, company name, and dates of employment.
- **Bullet Points :**
  Use bullet points for job responsi-bilities and achievements.

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# Contact Information

- **Contact Clarity :**
  Include your full name, phone number, email address, and LinkedIn profile.
- **Location:**
  Mention your city and state, but omit your full address.






## Final Touches

- **Proof read :**
  Double-check for spelling and grammar errors
- **Feedback :**
  Get feedback from a friend or mentor.
- **Save as PDF :**
  Save your resume as a PDF to preserve formatting.






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